



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY

27 N. Rempert Rd.

Tawas City, MI 48763

Phone 989.362.3006/ Fax 989.362.9076

www.ioscoresa.net

VACANCY NOTICE

Position: HR Specialist

Posting Date: February 29, 2024

Reports to: Director of Finance and Operations

Qualifications:

1. Bachelor's Degree or coursework applicable to the position or an equivalent combination of education and experience;
2. Prefer employment experience in payroll and hiring processes;
3. Prefer employment experience in a public-school office environment;
4. Prefer employment experience in a human resource role;
5. Problem solving skills coupled with the ability to communicate with others;
6. Must be able to maintain a high level of confidentiality and discretion.

Job Description:

1. Payroll, on a bi-weekly basis; including payroll tax filings
2. Report and manage ORS (Office of Retirement Services)
3. Manage relationships with EPARS System and TSA Consulting (403B) vendors and staff;
4. Primary contact for employee health insurance and benefits;
5. Responsible for Affordable Care Act reporting and annual form distribution;
6. Manage staff attendance Red Rover/EDUStaff and the accrual process;
7. Process and resolve Worker's Compensation;
8. Process and maintain FMLA requests and paperwork
9. Complete and submit REP (Registry of Education Personnel) Report – 2 times per fiscal year;
10. Onboarding new hire employment records and compliance training;
11. Process and maintain fingerprint and background check information;
12. Process sub permits and approvals;
13. Other duties as assigned.

Salary/Benefits: Salary commensurate with experience, annualized contract, full benefit package.

To Apply: Please submit a cover letter, resume and three letters of recommendation to:

Iosco RESA
Attn: R. Foster
27 N. Rempert Road
Tawas City, MI 48763
FAX: 989.362.9076
or
email: rfoster@ioscoresa.net

Deadline: Until filled.